HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, January 8, 2013 at 10:00 A.M., in meeting room 4C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Maly, Frohling, Greshay and Marsik

MEMBER EXCUSED: Ballweg

ALSO PRESENT: Joseph Rains, HR Director; Sarah Eske, HR Analyst; James Mielke, Dodge County Administrator; Pattie Carroll, Family Living Agent, UW Extension; John Nehls, Mechanic III-Lead; Ruth Otto, IT Director; Kathy Ryan, Division Manager.

Meeting called to Order by Chair Maly at 10:00 a.m.

Roll call was taken. All members present, except Ballweg who was excused.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Marsik to approve the agenda and allow the chairperson to go out of order to efficiently conduct the meeting. Second by Frohling. Motion carried.

Rains introduced Ruth Otto to the Committee. The Committee introduced themselves. Otto gave a brief history of her background. The Committee welcomed her to Dodge County.

Maly asked if anyone present had any public comments. None were heard.

Motion by Frohling to approve the minutes of the December 18, 2012 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Greshay. Motion Carried.

Eske explained that at the time of the JDQ process the Home and Financial Advisor I position was vacant, but since this time the Department had a person who was a Home and Financial Advisor III retire, and decided to fill the position at level I. The supervisor submitted a JDQ and it was sent to Carlson Dettman for their recommendation for placement into the labor grade structure. The recommendation from Carlson Dettmann is to place this position into grade 3. Eske indicated that Rains and Mielke are in agreement with the recommendation.

Motion by Frohling to approve the recommendation to place the Home and Financial Advisor I position into grade 3 of the Dodge County labor grade structure. Second by Marsik.

Ryan explained a request to allow donated sick time for Jody Langfeldt, Human Service Supervisor Public Health. She explained that Langfeldt has used all her own available paid time for prior illness as well as to care for a spouse with a serious health condition. Ryan explained that Langfeldt is now out with a serious health condition and does not have paid time to cover the absences. Ryan indicated that she will receive vacation time on her anniversary date in April.

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Motion by Greshay to allow the donation of sick time under the established guidelines to be used for a 6 month period and that she will be required to use her own paid time before using donated sick time. Second by Frohling. Motion carried.

The Committee reviewed a Personnel Requisition to replace a Social Worker who resigned.

Motion by Marsik to approve the Personnel Requisition as presented. Second by Greshay. Motion carried.

The Committee reviewed the remaining Personnel Requisitions.

Motion by Frohling to approve the Personnel Requisitions as presented. Second by Marsik. Motion carried.

Two (2) Jury Bailiffs, Circuit Court Department

One (1) Victim/Witness Coordinator - P.T. District Attorney Department

One (1) Account Clerk II – F.T., Highway Department

One (1) Social Worker I - F.T., Human Services & Health Department

One (1) Imaging Technician – LTE, Register in Probate Department

Two (2) Correctional Officers-Relief - F.T., Sheriff's Department - Jail Division

One (1) Traffic Patrol Officer - F.T, Sheriff's Department – Patrol Division

One (1) Typist III – F.T., U.W. Extension Department

One (1) Typist III – LTE, U.W. Extension Department

Mielke and Rains explained to the Committee that at the most recent meeting of the Law Enforcement Committee Sheriff Nehls spoke about three issues: the inability of elected officials to see the results of the Carlson Dettmann study for the elective positions, the pending withholding of WRS employee contributions and the pending deduction of health insurance premiums from his paycheck. The Sheriff stated to the Law Enforcement Committee that he had a discussion with Rains and Mielke in December about the fact that the Carlson Dettmann ratings of the elected officials' positions had not been shared as of that point in time. Then the Sheriff communicated two plans of action if/when WRS contributions and/or health insurance premiums are withheld. He stated that he would first go to court and seek a cease-and-desist order to stop the withholding. His second plan of action is to retire. The Sheriff indicated he has spoken with WRS and he is ready to retire if and when the withholding takes place. Rains explained the effects Acts 10 and 32 have on public safety represented employees and public safety command staff regarding WRS contributions and state health plan insurance premiums. Rains indicated that the County is still waiting for an arbitration decision regarding how much of a percentage the employees of the Sworn Union will pay toward the health insurance premium, and the command staff will be required to make the same premium payment. Rains also indicated that the employer payment of the employee WRS contribution will remain capped at 7.0%, as neither the County nor the Union included a proposed change in their final offers. As a result, in 2013 the County will pay the entire 6.9% employee WRS contribution. When the County receives the arbitration decision, the County will implement the employee insurance premium contributions retroactive to January 1, 2013, for both the Sworn Union employees and the command staff. Rains went on to explain that in August of 2011 the County Board passed a resolution which confirmed that the County views the Sheriff as a protective status employee for WRS purposes. As a result, for WRS purposes, the Sheriff is classified the same as the other public safety command staff, rather than being subject to WRS rules and regulations in effect for

elected officials. Mielke indicated that the Committee does not need to take any action today but that he wanted this Committee to be informed in the event they get calls from other Board members or the public. Rains also indicated that he has not received the results from Carlson Dettmann regarding the ratings for the Register of Deeds, County Clerk, Treasurer, Clerk of Courts and Sheriff's positions. He indicated that the Sheriff made a comment at the Law Enforcement Committee meeting that Rains and Mielke told him that they would not release this information. Rains indicated that this statement was false as he and Mr. Mielke have all along indicated to the Elected Officials and Sheriff that it would be released once it is received from Carlson Dettmann, and Rains previously communicated that to the elected officials by e-mail. Rains indicated that the same day that he and Mielke met with Sheriff Nehls he contacted Carlson Dettmann and inquired about the ratings for the elective offices, and he recently contacted them again about the ratings. Rains stated he is expecting to receive the ratings within a week, and is hoping to be able to meet with the Elected Officials, including the Sheriff, next week. The calculation of the ratings was not previously perceived to be a high priority given the fact that the salaries for the Sheriff and Clerk of Courts are established through 2014, and salaries for the Register of Deeds, County Clerk and County Treasurer are established through 2016. When the HR Committee considers its recommendation for salaries for succeeding terms for these positions the Carlson Dettmann ratings will not be the sole factor considered, but rather will be one of a number of factors that will be given consideration.

Leave of Absence: Rains explained a leave for an employee of the Highway Department who needed time off to care for a spouse with a serious health condition. He indicated that the employee does not meet the requirements under the FMLA as he has not been employed with the County for one (1) year.

Motion by Greshay to approve the leave of absence as presented. Second by Maly. Motion carried.

A County Provided Unpaid General Leave of Absence for an employee of the Highway Department in order to care for his spouse from 12-14-12 to 12-22-12.

The Committee reviewed the Salary, Wage and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: Charles J. Borchardt, Traffic Patrol Officer, Sheriff's Department – Patrol Division at \$24.87, Salary Grade SSU04, Step 1_ST effective 01-02-13. STEP INCREASE – UNION: John L. Gallenbeck, Traffic Patrol Officer, Sheriff's Department – Patrol Division at \$25.23, Salary Grade SSU04, Step 2M06 effective 01-02-13; Eric P. Krueger, Sergeant – Patrol, Sheriff's Department – Patrol Division at \$29.17, Salary Grade SSU08, Step 6M54 effective 01-05-13. NEW HIRE: None. LIMITED TERM/SEASONAL: None. RECLASSIFICATION: Cheryl N. Braun, Account Clerk II, Highway Department at \$16.66, Salary Grade DC04, Step ST01 effective 01-02-13; Amy J. Beranek, Economic Support Specialist – Lead, Human Services & Health Department at \$20.51, Salary Grade DC06, Step ST01 effective 01-02-13. STEP INCREASE: None. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None to report.

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HR Director's Report

- a. Disciplinary Actions: Rains informed the Committee that he is working with Clearview regarding potential disciplinary action that may result in discharge of an employee. He will have more to report at the next meeting.
- b. Grievances and Arbitrations: Nothing to report.
- c. Worker's Compensation: Nothing to report.

Future Agenda Items:

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are **January 22**, **2013 and February 5**, **2013** at 10:00 a.m. in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 10:43 a.m.

Richard Greshay, Secretary Donna Mary, Chair

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.